



USDA Beef Export Verification (BEV) Program Checklist

- ☐ Name of Company: _____ Date: _____
- ☐ Location of Facility: _____ Audit Identifier: _____
- ☐ Contact Name: _____ Title: _____
- ☐ Phone #: _____ Email: _____
- ☐ Surveillance audits – at least 3 times per year during normal USDA purchase production cycles unless more are warranted by findings.

PRE-AUDIT ACTIVITIES

- ☐ Verify that LS-313 Application for Service is on file
- ☐ Obtain most recent copy of program documentation.
- ☐ Title of Documentation?

- ☐ Date or revision number of Documentation?

- ☐ Review program documentation to determine adequacy (initial audit).
- ☐ Review previous ARC Branch Audit Report
- ☐ Review previous ARC Branch Corrective Actions Report
- ☐ ARC Branch Audit Plan – (See ARC 1415 Procedure)
- ☐ Complete new plan at beginning of year.
 - ☐ Verify that audit plan reflects the correct information.

"The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, sexual orientation, marital or family status, political beliefs, parental status, or protected genetic information. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW., Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."



KEY GUIDANCES:

All beef and beef products must be derived from cattle slaughtered in the U.S. and product must be traceable.

Product received from other establishments must be from an eligible supplier listed on the Official Listing **and** be identified as meeting the BEV Program requirements. Product that does not meet both of these requirements is considered non-conforming product.

Product must be traceable to cattle slaughtered in the U.S. Product that can not be verified as originating from cattle slaughtered in the U.S. is considered non-conforming product.

Either conforming product or non-conforming product or both must be identified in the facility.

(1) If only non-conforming product is identified in the facility, then by default, all other product is conforming. In such instance, the facility does not have to identify conforming product as long as it is traceable back to cattle slaughtered in the U.S.

(2) If only conforming product is identified in the facility, then by default, all other product is non-conforming. In such instances, the facility does not have to identify non-conforming product as long as it can be traced throughout the system. (i.e. Where did the non-conforming product go? When was it fabricated, processed, and boxed?)

Finished product (whether raw material or end item) must have the proper documentation and identification to ensure acceptance into the BEV Program. It does not have to be labeled as "BEV" Product.

AUDIT ACTIVITIES

☐ *Conduct an opening meeting (ISO 19011):*

☐ Review audit plan. Have there been any changes since the last audit?
No Yes - What are the changes?

☐ Review program documentation. Have there been any changes since the last audit?
No Yes - What are the changes?

☐ Review the information that the company would like listed on the Official Listing.
☐ Company name and est. number:
☐ Company address:
☐ Name of contact:
☐ Phone number or email address:

☐ Have findings from previous audits been addressed? (if applicable) Yes No



☐ **Implementation of the Program:**

☐ Does the program documentation address:

☐ The names and positions of persons with managerial responsibilities for operation of the BEV Program *Yes No - Explain*

☐ Written procedures that describe the company's procedures for ensuring products received, processed, and identified conform to the BEV Program requirements *Yes No - Explain*

☐ A written segregation plan that describes the identification, segregation, and labeling of product *Yes No - Explain*

☐ Completed examples of all forms, tags, labels, etc. used to track or demonstrate Program conformance *Yes No - Explain*

☐ An issue date or other method for identifying the most current version of all Program documentation *Yes No - Explain*

☐ Is the program documentation accurate as to actual processes? *Yes No - Explain*

☐ Are all persons with responsibilities for Program activities properly trained and have a complete understanding of all Program requirements relevant to their area of responsibility?
Yes No - Explain

☐ Training records (review randomly selected people to ensure proper training)

☐ Is there a training procedure? *Yes No*

☐ Is the training procedure followed? *N/A Yes No - Explain*

☐ Is information relating to customer perception monitored? *Yes No*



- ☐ Is there a procedure for monitoring customer perception? *Yes* *No*
- ☐ Is the procedure followed? *N/A* *Yes* *No*
- ☐ Customer perception records (review randomly selected records)
- ☐ Does facility receive product from other establishments? (combos, bins, totes, sides, carcasses)
Yes (Answer questions below) *No (Skip to tracing product to cattle question)*
- ☐ Is there a procedure for receiving product from other establishments? *N/A* *Yes* *No*
- ☐ Does the procedure meet the requirements of the BEV Program (From eligible suppliers and properly identified. Maintain segregation and identification)? *Yes* *No - Explain*
- ☐ Is the product from eligible suppliers on the Official Listing?
Yes *No - Explain*
- ☐ Is product from eligible suppliers properly identified as meeting the BEV Program requirements? *Yes* *No - Explain*
- ☐ How are conforming and non-conforming products that are received from other establishments identified? *Explain.*
- ☐ Are products identified properly? *Yes* *No - Explain*
- ☐ Is the identity of products maintained? *Yes* *No - Explain*



- ☐ How are conforming and non-conforming products that are received from other establishments segregated? *Explain.*

- ☐ Is segregation performed? *N/A Yes No - Explain*

- ☐ Is the segregation of products maintained? *N/A Yes No - Explain*

- ☐ Is the procedure for receiving, identifying, and segregating product from other establishments is properly implemented.
N/A Yes No - Explain

- ☐ Is there a procedure to trace conforming product back to cattle slaughtered in the U.S.
Yes - Explain No

- ☐ How is the trace back performed?

- ☐ Labels, tags, forms used to identify and trace?

- ☐ Records used to verify conformance?

- ☐ If there is not a procedure to trace conforming product, how does the facility ensure that product identified as conforming originated from cattle slaughtered in the U.S.? *Explain*

- ☐ Labels, tags, forms used to identify and trace?

- ☐ Records used to verify conformance?



☐ Is there a procedure that addresses product that can not be verified as meeting the BEV Program requirements? *Yes No*

☐ How is unverifiable product handled?

☐ How is unverifiable product identified?

☐ Is unverifiable product treated as non-conforming product? *Yes No*

☐ Verify segregation of conforming and non-conforming (unverifiable) products.

☐ Is there a procedure to trace non-conforming product to determine where it went? *Yes No*

☐ If yes, is the procedure followed? *Yes No - Explain*

☐ If no, how is non-conforming product traced to ensure that it is not included in conforming product?

☐ ***Fabrication, Processing, and/or Boxing:***

☐ Is there a procedure for ensuring segregation of conforming and non-conforming product during fabrication, processing, and/or boxing? *Yes - Explain No - Explain*

☐ How is segregation ensured?

☐ Is there a break in the fabrication process? *Yes - Explain No*

☐ Are there records to verify break? *Yes No*

☐ Is non-conforming product fabricated, processed, and/or boxed at the end of the shift? At the end of the day? During one shift? On a separate line?



- ☐ Verify the procedure for ensuring segregation of conforming and non-conforming product during fabrication, processing, and/or boxing.
- ☐ Is there a procedure for identifying boxes and/or combos of conforming and non-conforming products? *N/A* *Yes* *No*
- ☐ How are boxes and/or combos of conforming and non-conforming products identified?
(Labels? Product codes? Thru segregation plan?)
- ☐ Are boxes and/or combos identified according to the procedure? *N/A* *Yes* *No - Explain*
- ☐ How does the facility ensure that boxes and/or combos for conforming product are not used for non-conforming product?
- ☐ Verify that product documentation for finished product identifies each lot of conforming product by production code, production date, lot number, number of boxes, manufacturer, and the statement "Product meets BEV Program requirements".

☐ ***Plant Office***

- ☐ Check records (purchase records, invoices, etc.) to verify that either no product from other establishments is received or what product from other establishments were received.
- ☐ Check inbound paperwork to verify that conforming product from other establishments was properly identified and from eligible suppliers.
- ☐ Check fabrication or processing records to verify that proper segregation was performed and that no non-conforming product was used.
- ☐ Use records to perform determine where non-conforming product went.
- ☐ Use records to verify that conforming product was from cattle slaughtered in the U.S.
- ☐ Check documentation for finished product to ensure that the proper information is documented.



☐ ***Conduct closing meeting (ISO 19011):***

☐ ***Non-conformances:***

☐ NC1 - CIP or HP - non-conforming to Company Manual and/or ARC 1030 – Explain

☐ NC2 - CIP or HP - non-conforming to Company Manual and/or ARC 1030 - Explain

☐ NC3 - CIP or HP - non-conforming to Company Manual and/or ARC 1030 - Explain

☐ NC4 - CIP or HP - non-conforming to Company Manual and/or ARC 1030 - Explain

☐ NC5 - CIP or HP - non-conforming to Company Manual and/or ARC 1030 - Explain

☐ NC6 - CIP or HP - non-conforming to Company Manual and/or ARC 1030 - Explain